



READS Collaborative / Inc.
105 East Grove Street, Middleboro, MA 02346

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(508) 946-1088 fax

ONLINE PURCHASE ORDER PROCEDURE

To purchase supplies, material, and services you must use the Requisition-PO form for READS Collaborative. These forms can be found on the READS Collaborative website.

ALL FORMS MUST BE SUBMITTED TO YOUR PROGRAM

DIRECTOR ONLINE. Please follow the steps to access the Requisition-PO form.

1. Log on to the internet
2. Go to the READS Collaborative website: www.readscollab.org
3. Scroll down the left hand side of the home page to READS Forms
4. Choose Requisition-PO form for READS Collaborative
5. Type in the vendor's information, READS shipping address, quantity, item number, description, unit cost and **shipping cost**. The worksheet will automatically calculate total cost.
6. Save a copy of the form for your records – the form will NOT transfer via email unless you save a copy
7. When you are ready to send your requisition to your program director attach a copy of the saved form and email

Program Director's responsibility:

1. Review and electronically sign the form
2. Forward the form to the business office via email requisitions@readscollab.org

Business Office's responsibility:

1. Review and sign the purchase order form
2. Assign a valid purchase order number to the form
3. Forward the purchase order form to the executive director for final approval
4. Mail approved purchase order to vendor